



Louisiana Department of Public Safety
Public Safety Services
Office of Motor Vehicles

Instructions for Adding an Instructor

Additional instructors may be added at any time during the current license period. Applicants desiring to become a driver education instructor must meet the following requirements based on the type of instructor license they are requesting. All applicants must meet the qualification for a classroom instructor.

Qualifications for Classroom Instructor – To be a classroom instructor the applicant shall:

1. be a person of good moral character and reputation;
2. have met all applicable requirements of the Department of Public Safety and Corrections, Public Safety Services (DPS);
3. be a citizen of the United States, resident of the State of Louisiana, and at least 21 years of age;
4. hold at least a valid Class "E" Louisiana driver's license;
5. have earned at least a High School Diploma or GED;
6. currently hold a valid teaching certificate and have completed the driver's education course required by the Department of Education or have completed the driver education certification program mandated and approved by the Department of Public Safety and Corrections, Public Safety Services (DPS);
7. successfully pass a background check; and
8. maintain, during any consecutive three-year period, a driving record which does not include more than one chargeable accident. Any violation resulting in suspension or revocation will automatically cause the cancellation of the instructor's certificate/license.

Additional Qualifications for 8 Hour Behind-the-Wheel Instructor—be a person of good moral character and reputation;

1. hold at least a valid Class "D" Louisiana chauffeur's license;
2. not be missing an eye, hand or foot;
3. have visual acuity not worse than 20/40 in each eye, with or without corrective lenses.
4. Additionally, an applicant shall not be considered for an instructor license who has vision restrictions which indicate less than 20/40 vision or has mobility impairment restrictions on their driver's license.

Additional Qualifications for a 3rd Party Tester Examiner

1. Examiner shall successfully complete the Office of Motor Vehicle certified examiner training course.

Effective September 19, 2011, the application process for instructors will be a two phase process. The initial application will involve the conduction of the background check through Louisiana State Police. The following items must be submitted:

1. Completed initial application packet for each instructor, which includes:
 - a. Completed initial application for Driving School Instructor
 - b. Completed background forms for each instructor
 - c. Certified check or money order for \$26.00 for each background check
2. Once the applicant has successfully passed the background check, the owner will be contacted and advised to submit the rest of the documentation for the instructor.
 - a. copy of valid teaching certificate showing driver education certification or certificate of completion from the driver education certification program mandated and approved by the Department of Public Safety and Corrections, Public Safety Services;
 - b. photocopy of Louisiana driver's license; The license must be a Class D Chauffer's License, if the instructor will be a behind-the-wheel instructor for the 38 hour course or a third party tester;
 - c. \$60 certified check or money order made payable to the Department of Public Safety and Corrections, Public Safety Services.
 - d. If the applicant is to be a third party examiner, once all documents are received, the training for third party examiner will begin.
3. Once all documents are received, found acceptable and the third party training is complete, the application will be processed and the license will be issued.

Mail to: Office of Motor Vehicles, Training and Certification Unit, P.O. Box 64886, Baton Rouge, LA, 70896